



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (-)
8TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46813-1799

IN REPLY REFER TO:

1571

CO/I-I

17 Jan 04

COMPANY POLICY LETTER 08-04 w/ch 1

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: PARTICIPATION REQUIREMENTS FOR THE SELECTED MARINE CORPS
RESERVE (SMCR)

Encl: (1) RIDT Process
(2) RIDT Sheet

1. Only the Commanding Officer, or the Commanding Officer's designated representative, is authorized to grant an excused absence. The names and telephone numbers of the Commanding Officer and designated representatives are listed below:

Major Thomas McKee	(765) 364-6694
Captain A. N. Green III	(574) 233-8616

2. The Commanding Officer or the Commanding Officer's designated representative may grant an excused absence for drills or annual training (AT) missed for reasons which are beyond the control of the Marine and essential to the health and welfare of the Marine or the immediate family.

3. Approval of an excused absence must be obtained from the Commanding Officer prior to the drill or AT date, except in emergency circumstances.

4. Rescheduled Inactive Duty Training (RIDT) may be authorized by the Commanding Officer or designated representative when a Marine knows in advance of a drill that the Marine may be absent, but the reason for the absence would not qualify for approval of an excused absence. The number of request RIDTs will not exceed 10% of the company's on-hand strength.

5. At the Commanding Officer's discretion, and based on the Marine's prior good record and evidence of continuing good faith in fulfilling that obligation, the Commanding Officer may permit a Marine to perform an Equivalent Instruction or Duty (EIO/EIN) for a absence or perform an RIDT. Alternate AT may be authorized for failure to attend regularly scheduled AT. However, if a Marine does not maintain a satisfactory

Subj: PARTICIPATION REQUIREMENTS FOR THE SELECTED MARINE CORPS
RESERVE (SMCR)

participation status, the Commanding Officer may, from an examination of the facts in the case, recommend the Marine for involuntary assignment to active duty, involuntary transfer to the IRR or discharge as appropriate.

6. It is imperative that each member of this command fully understand the necessity of maintaining satisfactory participation.

7. An excused absence will normally be approved for a drill missed under the following circumstances:

a. Upon death of a member of the Marine's immediate family, i.e., father, mother, person standing in loco parentis, father-in-law, mother-in-law, spouse, children, brother, sister, or only remaining next of kin.

b. When the presence of the Marine will ease the suffering or enhance the peace of mind of the dying person.

c. When due to serious illness or accident of a member of the immediate family, important responsibilities are placed upon the Marine which cannot be reasonably performed by anyone else or by other means.

d. When a Marine is ill or suffering from an accident and the attending physician certifies that attendance at a drill will be detrimental to the health or welfare of the Marine.

e. When attendance at drill would create a serious and unusual hardship on either the Marine or the reservist's family due to an unforeseen emergency.

f. Evidence of automobile accidents or breakdowns en route to the training center of such serious nature as to prevent completion of the journey.

g. Severe inclement weather conditions which prevent completing or undertaking the journey to the training center.

8. In addition to the circumstances outlined in paragraphs 7a through 7g above, Marines may be authorized to perform RIDT's whenever a conflict known in advance (i.e., wedding, job interview, school exam) could preclude the reservists attendance at drill.


Subj: PARTICIPATION REQUIREMENTS FOR THE SELECTED MARINE CORPS
RESERVE (SMCR)

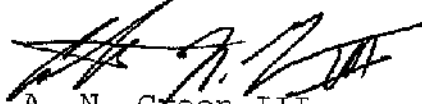
~~whenever a conflict (civilian employment commitment, immediate family commitment, etc.) which is known in advance could preclude the reservist's attendance at drill.~~

9. Also, in addition to the circumstances outlined in paragraphs 7a through 7e above, personnel may be excused from attending regularly scheduled AT when:

a. The Marine is a full-time student or teacher and the AT period is scheduled during the regular school term.

b. The Marine attended AT prior to an interunit transfer to the present unit and such AT was during the same training year.


L. R. Bertschy II
Commanding Officer


A. N. Green III
Inspector-Instructor

DISTRIBUTION: B



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (-)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1789

IF REPLY REFER TO:

(Date)

From:

(Rank/Last Name, First, MI/SSN/MOS)

To: Commanding Officer, Co B, 6thESB, 4thFSSG, FMF

Subj: REQUEST FOR RIDT/EDP/ATP/RMP/EIN/EIO (circle one)

Ref: (a) MCO P1001R.1J

(b) Per phone con with _____

Encl: (1) Supporting Documentation (if applicable)

1. Per the reference, it is requested that I be authorized to perform an RIDT/EDP/ATP/RMP/EIN/EIO (circle one) on _____ (This is the date you will be here.) for my absence from the regularly scheduled drill

_____.
(This is the drill date you will not be here for, if applicable.)

2. This will be a 1, 2, 3, 4 or 5 (circle one) drill(s).

3. Reason for request: _____

(This is the reason you cannot be here, per enclosure if applicable)

4. I-I Staff counter-part contacted _____

(The person you contacted to ensure that someone will be present on the above date.)

5. I understand that administrative action may be taken against me, if I fail to perform the drill on the date indicated above with out being excused by proper authority. _____ (Your Initials)

YOUR SIGNATURE

(Date)

MEMORANDUM ENDORSEMENT

From: Commanding Officer

To:

(Rank/Last Name, First, MI/SSN/MOS)

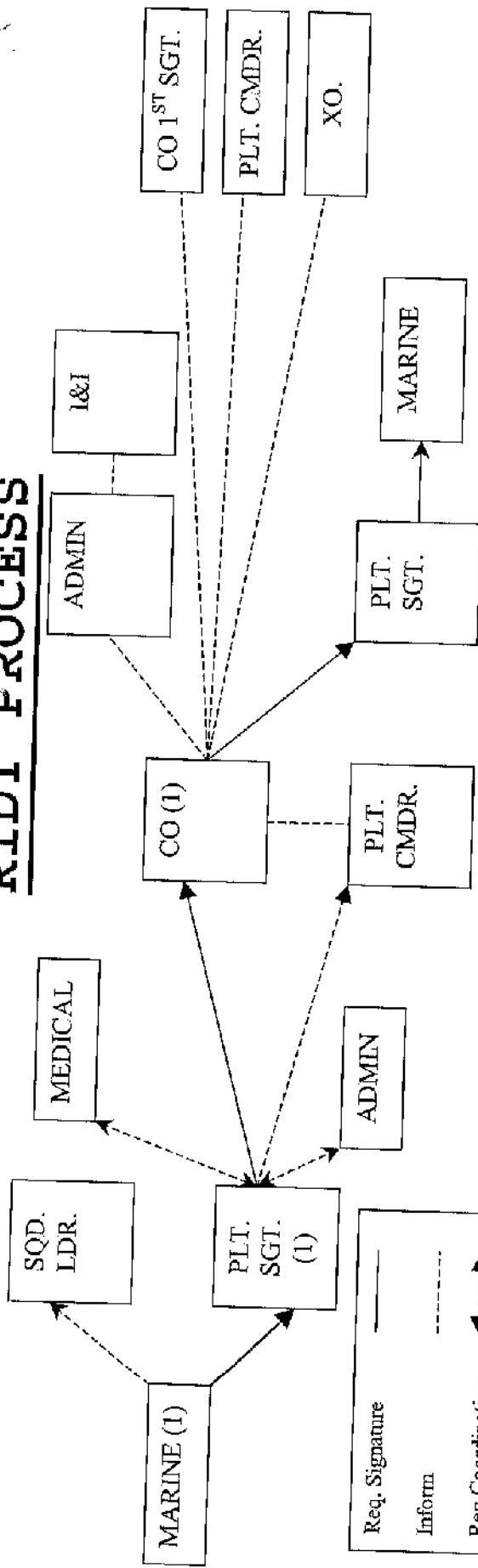
1. Returned approved / disapproved (circle one). To be performed with / without pay (circle one) (applicable to EDPs only).

2. You are directed to report to the HTC by _____ / _____.
(Time/date you need to be here)

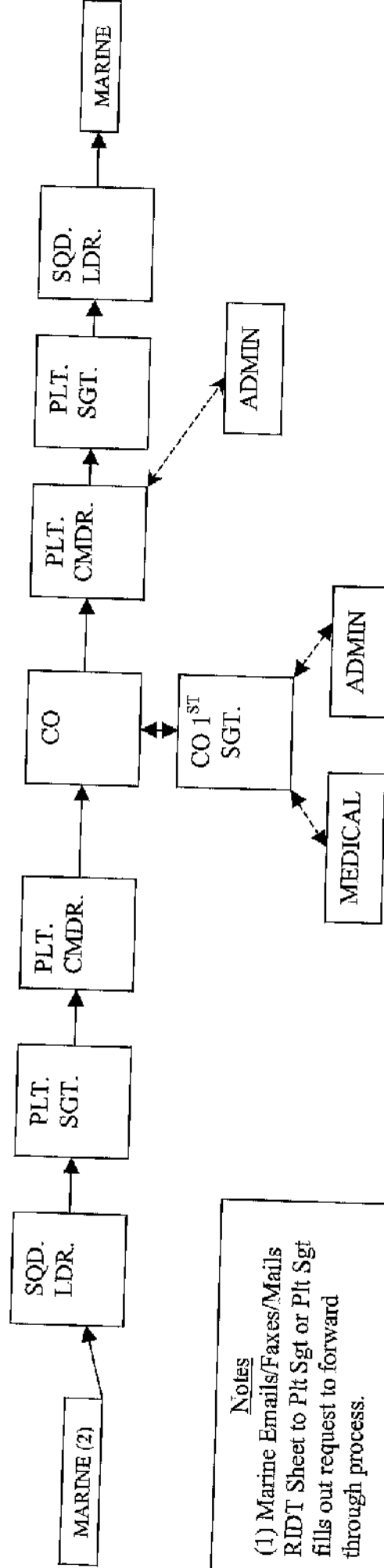
3. You will report to the Administrative Office prior to reporting to your designated work section to ensure that you are properly mustered. You will also report to the Administrative Office upon the end of the day/drill to ensure you are properly mustered.

(Company Commander)

RIDT PROCESS



Electronic



Paper

Notes

(1) Marine Emails/Faxes/Mails RIDT Sheet to Plt Sgt or Plt Sgt fills out request to forward through process.

(2) Marine hands RIDT paper copy to squad leader to forward through process.